

Division of State Court Administration - Administrative Assistant/Secretary - Indiana Supreme Court Division of State Court Administration has an immediate opening for a full-time Administrative Assistant/Secretary. Minimum requirements are excellent oral and written communication, data entry and organizational skills. Applicant must be highly proficient in Excel (including the ability to extract data to make charts and graphs), Power Point and Word and should have working knowledge of other common Microsoft Office Professional Programs. Some college and 3 years experience in a legal environment is preferred. Send resume and letter of introduction to Indiana Supreme Court Division of State Court Administration, Suite 1080, 115 W. Washington St., Indianapolis, Indiana 46204; or e-mail to STAD@courts.state.in.us. Deadline for submission of resumes is September 1, 2006.